

Senior Contracts Officer

POSITION DESCRIPTION



Position Number:	2972
Department:	Corporate Services
Section:	Corporate and Technology Services
Unit:	Procurement and Logistics
Position Status:	Permanent Full Time
Classification:	Level 5 – Rockhampton Regional Council Certified Agreement 2018 – Internal Employees
Reports To:	Contracts and Tenders Supervisor
Revised:	August 2022

General Position Statement

This position supports Council's direction by providing support to the Contracts and Tenders Supervisor on all aspects of the contracting and tendering administration processes in a professional, efficient and confidential manner ensuring the development of good working relationships with all staff and the public.

Performance standards and expectations relating to this position will be detailed in the individual performance plan.

Specific Responsibilities

The successful candidate must be able to fulfil the following position responsibilities.

- To provide specialist consultancy services to Council Officers and guide the preparation of Contract and Tender documents; including project scopes of work/specifications and submission schedules.
- Develop and review contract and tender documents using the Procurement & Logistics templates, draft tender advertisements and oversee the tender openings.
- Prepare tender evaluation plans (including the evaluation criteria and assessment guide), conduct and/or guide tender evaluation panel deliberations (as required), and act in a specialist liaison role for all tender evaluation processes.
- Conduct pre-award contract negotiations, including the assessment of conditions of contract departures, determining the risk weighting in terms of the applicable project, and formulate responses in respect of the contract departures.
- Maintain the Contract Register to ensure all contract and tender information is accurate and up to date.
- Develop and maintain Preferred Supplier and Standing Offer Arrangements (or similar arrangements) in accordance with Council's Purchasing Policy and the Local Government Act.
- Maintain the Procurement and Logistics Website to ensure the accuracy and currency of the Procurement and Logistics guidelines, templates, forms, reports and associated documents.
- Delegated authority to prepare and sign-off on tender, contract and other applicable correspondence, reports and presentations.

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- Act with a high degree of initiative to assist the Contracts and Tenders Supervisor.
- As required, conduct market research and prepare reports for current and proposed goods and services contracts.
- Manage operational/service related complaints and issues effectively to ensure prompt identification and appropriate action, including researching and drafting responses prior to escalating to the Contracts and Tenders Supervisor.
- Act as a mentor and coach to other members of the Contracts and Tenders team to ensure delivery of service and further the professional development of the team.
- Refer matters that may impact upon the business, Council and employees to the relevant Team Leader, Supervisor/Curator, Coordinator or Manager.
- Undertake other relevant duties as directed, consistent with skills, competence and training.

Position Requirements

Your suitability for this role will be assessed against the following competencies.

Skills/Competencies

- A very good working knowledge of tendering and contract administration functions.
- Demonstrated high level of knowledge relating to the broad range of contract conditions (from a legal, civil and operational perspective) applicable to Council's procurement, construction and maintenance activities.
- Demonstrated high level of knowledge pertaining to relevant legislation and best practices.
- Ability to effectively operate Council's computer systems including Finance One, ECM and the MS Office Suite.
- Experience in the maintenance of guidelines and standard documentation and the operation of a document registration/management system, such as ECM.
- Experience with maintaining and updating information on a small to medium size corporate website.
- Demonstrated high level communication (oral and written) and interpersonal skills relevant to the position and strongly focussed on the provision of quality customer service.
- Thorough knowledge of work practices and procedures relevant to the work area.
- Communicate Effectively – Ability to communicate with others verbally and in writing to meet requirements of the role.
- Teamwork and Collaboration – Ability to work together with others to achieve common goals both within immediate team and teams across Council.
- Time Management – Ability to plan and organise tasks/work to meet objectives of the role.
- Problem Solving – Ability to analyse problems by gathering information and develop a solution (in line with role responsibilities) or options and make a recommendation.
- Decision Making – Ability to use sound judgement to make the best decision based on information gathered and analysed within the boundaries of the role.
- Manage Risk – Ability to identify, understand and manage risks so that work can be delivered safely and to required standard.
- Deliver Excellent Customer Service – Ability to meet customers' expectations around safety, time, cost and quality.
- Focus on Continuous Improvement – Ability to identify opportunities to enhance team effectiveness and improve team's customers' experience.
- Adaptable to change – Ability to adapt to changing work environments, technology, work priorities and organisational needs.

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- Ability to effectively operate Council's computer systems including the Ci Anywhere Suite (R1 and ECM), Pathway and the MS Office Suite.

Qualifications

- Tertiary qualification in Procurement and Contracting, Supply Chain Management, Business, Law or a related discipline and/or demonstrated experience in a Contracts and Tenders environment.

Desirable Qualifications and Experience

- Experience in a local government environment.

Behaviours

- *Customer Service* – Ensure that you are focused on our customer/s when carrying out your responsibilities.
- *Safety* – Carry out your duties in a safe manner whilst ensuring the safety of your team members and customers, in accordance with Council's Health and Safety Duty Statements and associated safety policies / procedures.
- *Code of Conduct* – Ensure that your behaviour is aligned with the Code of Conduct.
- *Council Values* – Ensure that your behaviour is aligned with the values statement adopted by Council: *One Team, Accountable, Customer Focused, Continuous Improvement and People Development.*

Additional Requirements

- Ability to work in an office environment.
- Ability to work in an outdoor environment.
- Ability to legally operate a motor vehicle under a "C" Class Licence.
- Provision of a satisfactory Criminal History Check - Police Certificate (Australia Wide Name Only Police Check).
- Ability to work with screen based equipment over long periods with prescribed rest breaks.

Delegations and Authorisations

Financial, Administrative and Corporate Delegations may be applicable to this position and are detailed in the Delegations Corporate Register.

Legislative Sub-Delegations and Authorisations may also be applicable to this position and are detailed in the external public registers. Both registers are available on Council's Intranet.

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Acknowledgement

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

Authorised By:	Manager
Signature:	
Date:	
Employee Name:	
Employee Signature:	
Date:	